

SAMPLE RECOGNITION LETTER

Source: http://humanresources.about.com/od/rewardrecognition/a/formal_letters.htm, found 9-27-11

Dear Mary,

Today's presentation went very well and was well received by the department managers; I was also pleased to see that the team accomplished its key goals. I want to personally thank you for informally assisting your project team to stay on track and on target to meet their goals. Without your willingness to step up and, despite some push back from team members, persist in keeping the team on track, the project would certainly have strayed off course.

Specifically, your scheduling of meetings with a specific purpose, your use of an agenda with time allotments, your minutes distributed within 24 hours, and your excellent meeting facilitation really helped the team progress. On the creative side, taking the team on a field trip to see what several non-competing companies had done on a similar project appears to have been a key success factor, too.

Again, thank you. The project was well worth your time and investment and, on behalf of the management team, I want you to know that we really appreciate your efforts.

Regards,

Alison

TIPS:

"Here is a sample thank you letter that an employer can write to an employee to recognize the employee's good work. This is a more formal employee thank you letter sample. Keep in mind that an employee thank you letter is also appropriate from coworkers, employees in different departments, managers, supervisors, and executives, as well as from the employee's boss....A simple thank you letter, that recognizes specific employee contributions, goes a long way in helping employees feel recognized and rewarded.

An employee recognition letter does not need to be elaborate but it is most effective when the employee recognition letter:

- Specifically describes the behavior you'd like to encourage,
- Says thank you and that the employee contribution is appreciated,
- Is written and given close in timing to the event you are praising, and
- Is handwritten, or even an email, if the email is customized and avoids sounding like a form letter.

Don't ever underestimate the joy an employee experiences when he or she receives an employee recognition letter from someone who is important to them at work. Might that important someone be you?" (About.com, found 9/27/11)